

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC HEARING AND REGULAR SESSION
 Date: June 18, 2012
 Time: 4:00
 Location: Central Library Board Room

TRUSTEE ROLE CALL:

Present: Fenner Brown, Robert Brown, Bruce Caple, Lisa Godfrey, Cheryl TenBrink, James Vander Roest, and Valerie Wright.

Absent: None

PUBLIC HEARING:

President Godfrey called the Public Hearing to order at 4:00 p.m. regarding the proposed Preliminary Budget for 2012/2013. She explained that the budget that was the subject of the Public Hearing was slightly different than the preliminary budget that had been presented to the Board of Trustees the previous month. She invited audience members to speak regarding this budget. The president closed the hearing at 4:01 p.m. after it was determined no one was present who wished to address the Board on this subject.

CALL TO ORDER:

President Godfrey called the meeting to order at 4:01 p.m.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

- A. General Operating Fund—Preliminary Budget Revision FY 2012-2013 and Resolution to Approve the Preliminary Budget and Authorize Millage Levy for 2012-2013.

Recommendation: Director Rohrbaugh recommended the Board approve the General Operating Fund – Preliminary Budget Revision FY 2012-2013 and the resolution to approve the General Operating Fund – Preliminary Budget FY 2012-2013 and authorize that 3.9583 mills be levied for library operations for 2012-2013.

Executive Summary: Property tax revenue reductions since fiscal year 2010-2011 now account for \$991K of the total \$1062K of revenue reductions recognized. Compared to the current fiscal year, total property tax revenue has fallen \$535,847, or 4.9%, rather than the 4.1% previously anticipated for a reduction of approximately \$80,000 after adjustments for delinquencies and tax captures. The property tax revenue by taxing jurisdictions from Kalamazoo County has not yet been received, but the library has anticipated the distribution of property tax receipts based upon historical averages.

In the expenditure categories, purchased services were significantly reduced with new targets and reduced allocations for a variety of purchased services concentrating on contracted services, printing, and advertising. Travel and conference, staff development,

and several other expenditure categories were reduced to target a leaner expenditure profile while not eliminating support.

Finally, the transfer of the Capital Improvement Plan (CIP) was reduced by \$10,000 to \$40,000 as this new fiscal year begins. The library intends to recommend increasing the support to the CIP when funds are available.

The General Operating Fund – Preliminary Budget Revision FY 2012-2013 came to the full Board with support from the Finance and Budget Committee. Prior to this meeting a Public Hearing was conducted for consideration of the budget and millage rate by the public.

DISCUSSION: C. TenBrink asked what the differences were between the budget that came to the Board at the May Board Meeting and the revised budget that was presented. Director Rohrbaugh reminded trustees that the additional reduction in revenue between the two budgets was approximately \$80,000. She explained that a big cut may possibly be made in the area of contracted services by eliminating the library’s phone service with UIC and adopting a less expensive in-house solution. Other areas of the budget that were reduced included: staff development and the staff in-service day, IT training, the materials budget, the digital materials budget, substitute allocations, hourly allocations, marketing, printing, advertising, adult programming, and vehicle repair. Also reduced was the increase in spending for AV materials and the transfer to the CIP.

MOTION: J. VANDER ROEST MOVED AND F. BROWN SUPPORTED THE RECOMMENDATION THAT THE BOARD APPROVE THE GENERAL OPERATING FUND – PRELIMINARY BUDGET REVISION FY 2012-2013 AND THE RESOLUTION TO APPROVE THE GENERAL OPERATING FUND – PRELIMINARY BUDGET FY 2012-2013 AND AUTHORIZE THAT 3.9583 MILLS BE LEVIED FOR LIBRARY OPERATIONS FOR 2012-2013.

Roll Call Vote: J. Vander Roest – yes; R. Brown – yes; F. Brown – yes; B. Caple – yes; C. TenBrink – yes; V. Wright – yes; L. Godfrey – yes.

MOTION CARRIED 7-0.



AGENDA APPROVAL:

President Godfrey acknowledged that the meeting had begun in a peculiar order so that the Board had an opportunity to review the final draft of the budget before approving the resolution. In addition to this, the agenda was amended to change the order of reports so that item *V. K. Review of Materials Selection Policy* was the first report. President Godfrey also articulated that the Board would return to Open Session after the Executive Session to conclude matters related to the Director’s annual review and contract. The amended agenda was approved.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. *Minutes of the Board Meeting of May 21, 2012*

J. Vander Roest questioned his comment as printed in the previous minutes from the May 21, 2012 Board Meeting wondering if he had used the word “cool” as a descriptor for the new

Boopsie app. In reviewing the recording of this last meeting, it was determined J. Vander Roest had used the word “neat” rather than “cool”.

B. *Personnel Items*

- **New Hire**

Thomas Andrews will join the staff in the Supervisory-Technical 5 position of ONEplace@kpl Director. Thom comes to KPL with 25 years of experience in nonprofit work and most recently held the position of Director of Marketing and Public Relations for the Kalamazoo Symphony Orchestra. Thom will begin training and orientation with Bobbe Luce on a part time basis the week of June 18, 2012 and begin full time work effective July 1, 2012.

DISPOSITION:

IV. **FINANCIAL REPORT**

A. *Financial Reports for the Period Ending May 31, 2012*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending May 31, 2012.

Discussion: J. Vander Roest noted that the library is very near to spending the money allocated to most line items. This is how it should be after the eleventh month of the fiscal year.

MOTION: V. WRIGHT MOVED AND B. CAPLE SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING MAY 31, 2012.

MOTION CARRIED 6-0.



(F. Brown was absent from the room at the time of this motion.)

V. **REPORTS AND RECOMMENDATIONS**

RECOMMENDATIONS:

A. *Ratification of KPLA Contract*

Recommendation: Director Rohrbaugh recommended the Board ratify a two-year contract, July 1, 2012 – June 30, 2014, with the Kalamazoo Professional Librarians Association (KPLA).

Executive Summary: The contract was ratified by the librarians on June 5, 2012. Board members were kept informed during the negotiations process of the issues the parties were considering, particularly health insurance. The tentative agreement was reviewed by the Personnel Committee and comes to the full Board with the committee’s support and recommendation.

Discussion: Director Rohrbaugh said she was pleased to have reached an agreement with KPLA and that the changes from the previous contract were in bold type. The contract was ratified by the librarians and reviewed by the personnel committee. V. Wright, in speaking for the personnel committee, reminded trustees that this was one of a number of things reviewed by the personnel committee that came to the full Board with their approval.

MOTION:

V. WRIGHT MOVED AND F. BROWN SUPPORTED THE MOTION TO RATIFY A TWO-YEAR CONTRACT, JULY 1, 2012-JUNE 30, 2014, WITH THE KALAMAZOO PROFESSIONAL LIBRARIANS ASSOCIATION (KPLA).

MOTION CARRIED 7-0.



B. Ratification of KPLSP Contract

Recommendation: Director Rohrbaugh recommended the Board ratify a two-year contract, July 1, 2012 – June 30, 2014, with the Kalamazoo Public Library Support Personnel (KPLSP).

Executive Summary: This contract was ratified by the library assistants on June 13, 2012. Board members were kept informed during the negotiations process of the issues the parties were considering, particularly health insurance. The tentative agreement was reviewed by the Personnel Committee and comes to the full Board with the committee's support and recommendation.

Discussion: Director Rohrbaugh said that she was also pleased to have reached an agreement with KPLSP. She acknowledged that many of the changes in the two contracts were very similar and that this was also a two year contract. V. Wright told trustees that again the changes were in bold type, many of which were terminology updates, and that this was also reviewed by the personnel committee and comes to the full Board with their approval.

MOTION:

R. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO RATIFY A TWO-YEAR CONTRACT, JULY 1, 2012-JUNE 30, 2014, WITH THE KALAMAZOO PUBLIC LIBRARY SUPPORT PERSONNEL (KPLSP).

MOTION CARRIED 7-0.



C. Supervisory-Technical and Administrative Staff Compensation Pools for FY 2012-2013

Recommendation: Director Rohrbaugh recommended the Board accept the compensation pools for Supervisory-Technical and Administrative Employees for the FY 2012-2013.

Executive Summary: The recommended compensation pools for supervisory-technical and administrative staff had a slightly different basis for the year beginning July 1, 2012 primarily due to the change to PA 152's "hard cap". The compensation pools fund merit increases plus the associated retirement and employer FICA for all non-represented staff within the proposed adjusted ranges for FY 2012-2013.

Recommended Supervisory-Technical Pool	\$37,500
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Recommended Administrative Pool	\$20,000
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Discussion: Director Rohrbaugh reminded trustees that this is a recommendation brought forth as it has been in previous years. One difference that the library had worked through this year was the change in insurance and the decision to go with the hard cap. This recommendation was reviewed by the Personnel Committee and comes to the full Board with their approval.

MOTION:

R. BROWN MOVED AND F. BROWN SUPPORTED THE MOTION TO ACCEPT THE COMPENSATION POOLS FOR SUPERVISORY-TECHNICAL AND ADMINISTRATIVE EMPLOYEES FOR THE FY 2012-2013.

MOTION CARRIED 7-0.



D. Vacation Accrual Plan for Supervisory-Technical Employees

Recommendation: Director Rohrbaugh recommended that the Board approve the revised Vacation Accrual Plan for Supervisory-Technical Employees.

Executive Summary: The schedule for vacation accruals for Supervisory-Technical staff was recommended to be changed to the following to reflect that of the schedule agreed upon in the ratified contract with KPLSP. Total annual vacation accrual remained unchanged.

1. Date of hire through the first five complete fiscal years: vacation shall be earned from the employee's date of hire to the end of the fiscal year in which he or she was hired, and for each subsequent five (5) fiscal years of employment, at the rate of one (1) day per month to a maximum of ten (10) days.
2. Sixth through twelfth complete fiscal years: vacation shall be earned at the rate of one and one-half (1½) days per month to a maximum of fifteen (15) days for the sixth through the twelfth fiscal years of employment.
3. Thirteenth fiscal year and beyond: vacation shall be earned at the rate of two (2) days per month to a maximum of twenty (20) days for the thirteenth and each additional fiscal year of employment.

This recommendation was reviewed by the Personnel Committee and comes to the full Board with their approval.

Discussion: Director Rohrbaugh explained that this was a change in the way vacation is accrued for Supervisory-Technical Employees and that this change is consistent with the language in the KPLSP contract. The change would be effective July 1, 2012 and the entire revised fringe benefits package would be brought before the Board in the coming months for approval.

MOTION: V. WRIGHT MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE REVISED VACATION ACCRUAL PLAN FOR SUPERVISORY-TECHNICAL EMPLOYEES.

MOTION CARRIED 7-0.



E. Library Assistant Substitute Rate

Recommendation: Director Rohrbaugh recommended the Board accept the establishment of an \$11.50 wage for library aides who are authorized to substitute for a library assistant (Clerical Sub).

Executive Summary: The current wage of \$10.50 does not reflect the level of responsibility and accountability carried by those within the role of clerical sub who must be able to demonstrate management of the work area without direct supervision, provide direction and coaching to library aide staff, demonstrate proper opening and closing procedures, and

provide leadership in emergency situations. This recommendation was reviewed and supported by the Personnel Committee.

Discussion: Director Rohrbaugh reminded trustees that they are responsible for setting pay rates. Most of the library assistant subs are library aides who have the training and experience required to be a clerical sub. There had been very little distinction between the top of the aide pay range and the library assistant sub and it was appropriate that there be more of an incentive and reward for the training and responsibility of being a substitute. She explained that the library does not use a great number of library assistant subs, especially at Central Library, however subs are likely used more often at the branches where the staff is smaller. She explained that raising the library assistant rate to \$11.50 would raise the rate by \$1 per hour. The Personnel Committee reviewed this recommendation and was pleased to see that this new rate was better aligned with the responsibilities associated with being a sub. President Godfrey drew attention to the fact that the Board had approved the budget earlier in the meeting that reduced the amount of available for substitutes. Director Rohrbaugh said that this was indeed the case and that this was a possible risk. She said we may be less likely to use library subs in the future, especially at Central Library where there are more options for people to fill in when someone is on vacation or sick.

MOTION: R. BROWN MOVED AND V. WRIGHT SUPPORTED THE RECOMMENDATION TO ESTABLISH AN \$11.50 WAGE FOR LIBRARY AIDES WHO ARE AUTHORIZED TO SUBSTITUTE FOR A LIBRARY ASSISTANT (CLERICAL SUB).

MOTION CARRIED 7-0.



F. Reclassification of KPLA Position

Recommendation: Director Rohrbaugh recommended the full-time Librarian I position in cataloging be reclassified to Librarian II effective July 1, 2012.

Executive Summary: The distinction between librarian I and librarian II in cataloging is the level of responsibility for authority work following cataloging standards set by the Library of Congress. The incumbent had been in the position for one year. When he began he was assisting the librarian II with authority work and doing the more routine cataloging of most AV materials and some books. As purchasing of AV materials increased at the library and his expertise grew, he ended up cataloging most all AV materials and doing extensive authority work for new headings as well as updating outdated subject headings following Library of Congress protocols. As a result, distinction between the work of the two catalog librarians no longer existed (1.5 FTE).

The annual cost for this reclassification equals approximately \$3,000 to salary and \$475 for retirement and FICA. This recommendation was reviewed and supported by the Personnel Committee.

Discussion: Director Rohrbaugh said that this change centers on authority work and the fact that there is no distinction any longer between the authority work that is being done by the Librarian I and Librarian II positions in cataloging. She acknowledged that this is a larger increase in salary and benefits than the Board is used to seeing in reclassification recommendations due to the fact that it is taking effect at the beginning of the fiscal year. J. Vander Roest recognized that there are not many Librarian I positions remaining at KPL anymore. Director Rohrbaugh agreed with this statement but said that if this position were

to become vacant again, the position would drop back to a Librarian I position until the new employee had reached the level that they were able to do this level of authority work.

MOTION: F. BROWN MOVED AND R. BROWN SUPPORTED THE MOTION TO RECLASSIFY THE FULL-TIME LIBRARIAN I POSITION IN CATALOGING TO A LIBRARIAN II EFFECTIVE JULY 1, 2012.

MOTION CARRIED 7-0.



G. *2012-2013 Calendar of Meetings*

Recommendation: Director Rohrbaugh recommended the Board adopt a calendar for meetings for the fiscal year 2012-2013.

Executive Summary: A suggested calendar for 2012-2013 Board Meetings was developed and given to the Board for their consideration.

Discussion: Director Rohrbaugh explained that the draft of this schedule followed the pattern of past years in combining November and December into one meeting, moving the May meeting up one week due to Memorial Day, and rescheduling the June meeting so that it does not conflict with the ALA Annual Conference. President Godfrey questioned whether the June meeting could not be moved back to its original date since it does not conflict with next year's ALA Meeting to be held in Chicago. D. Schiller acknowledged that she would welcome more time before the meeting in the month of June to prepare the budget and resolution. It was decided that the June meeting would be moved to June 24, 2013.

MOTION: J. VANDER ROEST MOVED TO AMEND THE PROPOSED CALENDAR SO THAT IT READ JUNE 24, 2013. C. TENBRINK MOVED AND B. CAPLE SUPPORTED THE MOTION TO ADOPT THE AMENDED CALENDAR OF MEETINGS FOR THE FISCAL YEAR 2012-2013.

MOTION CARRIED 7-0.



H. *Approval of the Revision to the Flexible Spending Plan Agreement (FSA)*

Recommendation: Director Rohrbaugh recommended the Board approve a revision to Kalamazoo Public Library's Flexible Spending Account Plan Agreement with Arcadia Benefits Group effective July 1, 2012.

Discussion: D. Schiller gave an overview of this revised plan since the library had not yet received the revised plan from Arcadia Benefits Group. With the option for library employees to switch to a high deductible health plan with an HSA, the library's agreement with Arcadia Benefits Group had to be modified to allow for a qualified FSA plan. This is because employees cannot have both a high deductible health plan with an HSA and a health FSA at the same time. The revision to the plan would allow those who elect the HDHP with an HSA to have a qualified FSA to be used for vision and dental expenses. Also, in transitioning to the HDHP HSA arrangement, the carryover provision that allows employees to use the funds from their FSA from a previous year within the first 10 weeks of the next year will be eliminated. Employees will only be able to use their FSA through December 31 of the chosen year. Director Rohrbaugh acknowledged that the library was expecting to have these changes to present to the Board for this meeting but that the revision to the plan had not yet been received from Arcadia Benefits Group. President

Godfrey asked if the Board could accept the changes in principal and see the document at the next Board Meeting in July. D. Schiller said that this would be acceptable and preferred so that the library could begin working through employees changes to insurance and their FSAs as the beginning of the fiscal year approaches.

R. Brown asked for clarification that the qualified FSA could only be used for dental and vision costs. D. Schiller said that this was correct and that the month that one opens up an HSA, they will be transferred to a qualified FSA. She stated that eventually everyone should be using an HSA, however many employees had already elected to put money into their FSAs prior to this change and this option allows people to spend down the money in their FSAs before opening this new account.

MOTION: J. VANDER ROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE IN PRINCIPAL THE REVISION TO THE KALAMAZOO PUBLIC LIBRARY'S FLEXIBLE SPENDING ACCOUNT PLAN AGREEMENT WITH ARCADIA BENEFITS GROUP EFFECTIVE JULY 1, 2012.

MOTION CARRIED 7-0.

REPORTS:

I. Review of Materials Selection Policy – Michael Cockrell

Presentation: M. Cockrell reminded trustees that this policy is reviewed on a five year cycle and will be due to be reviewed during the summer of 2013. Since this policy has been reviewed, a lot has changed with the way the library select materials. In 2009, a task force was set up for centralized selection led by M. Cockrell and N. Davis Smith which reevaluated the library's philosophy when it came to selection. After six months of meeting with this task force, centralized selection was launched in July 2010. This was the last time that the Board had heard about the materials selection process at which time many details still had to be worked out including redefining the roles and job descriptions of the selectors, and changes in communications between selectors and lead librarians. These issues have worked themselves out and centralized selection has been working very well.

M. Cockrell explained that having centralized selection and core people responsible for specific areas of the collection has allowed the selection process to be much more data driven. The library also developed a weeding schedule to ensure each collection is weeded once during the year. M. Cockrell included a copy of the weeding schedule for trustees in the packet he had given them with the policy and said weeding ensures the collection is kept looking attractive which encourages circulation.

President Godfrey asked who on staff completes the weeding. At Central Library, the selectors weed while the Leads weed at the branches, with help from the selectors. She also asked if this process will make floating collections easier or harder to manage. M. Cockrell acknowledged that there are many unknowns about floating collections and they are unsure about this. The major concern with floating collections, is that materials will leave Central Library and may pool at the branches. The library may have to conscientiously manually redistribute materials if this begins to happen, but M. Cockrell said that Collection HQ should be a great tool for helping floating collections be a success.

M. Cockrell said that the Materials Selection Policy is very well crafted and valuable when someone from the public challenges a title in the library's collection. Before being allowed to file a request for reconsideration about a certain item in the collection, the patron must have conversation with the lead librarian about the item. After this conversation, they may file a request for reconsideration if they still feel strongly about the item which goes to M. Cockrell for reconsideration. He acknowledged that he takes a lot of time each instance a title is challenged, writing a note about the outcome of the reconsideration citing reviews and discussions with other librarians. These are not fun letters to write, but he enjoys that these issues get to the core of librarianship.

The list of challenged titles was given to the Board for their information. M. Cockrell said that the titles that are known as being challenged through the media are not the same titles that get challenged at KPL. The library owns many copies of *Fifty Shades of Grey* which is immensely popular with almost 300 holds. He said that he can't imagine a time when we wouldn't buy a title that was this popular.

Discussion: President Godfrey noted that the reconsideration list was not very large and asked if this was normal. M. Cockrell told trustees that this was a list of only those that have filled out the request for reconsideration form and that because our policy states that the patron must first have a conversation with a librarian that this reduces the number of requests the library receives. M. Cockrell confirmed that this list was complete and included all material formats. President Godfrey asked if there were any guidelines in regards to what library employees can blog on to which M. Cockrell responded that he thought employees were conscientious of not highlighting controversial titles that may encourage the public to challenge the library in its selection. She also verified that all new items the library purchases may possibly be highlighted (whether or not they may be controversial) in the library's new item lists.

Disposition: Trustees thanked M. Cockrell for his interesting and informational report.

J. Legislative Update – Diane Schiller

Presentation: D. Schiller told the Board that the PPT legislation is sitting in the house in committee and will likely be there until the fall. The soonest the effects of this bill if passed would be seen would be in the appraisals as of December 1, 2013, which would affect our 2014-2015 fiscal year.

The MPSERS bill has gone through reconciliation with the Senate, House and Governor Snyder and has passed the House but is sitting on the floor of the Senate who is recessed for the summer. The Senate will return for one day in July and one day in August and may push the Bill through at this time. They also commissioned a \$100,000 third party study which will examine the feasibility of closing a fairly new hybrid defined contribution system within MPSERS. They may approve the bill during the summer and then revisit the idea of closing the system once the study has been completed in the future. D. Schiller explained that the problem the legislature has is that many school districts cannot afford the rates that would become effective in October and it would therefore be a great hardship on many if this bill were to stall until fall.

One bill that has been passed recently is House Bill 5699 and 5700. The income tax rate as of October 1st, 2012 will go from 4.35% to 4.25%, meaning you will get an extra ten cents for every \$100.

Disposition: Trustees thanked D. Schiller for her report.

K. *Summer Reading Games – Andrea Vernola and Michael Cockrell*

Presentation: Director Rohrbaugh introduced A. Vernola to Board members. A. Vernola told trustees that Summer Reading Games were off to a great start with 708 people signing up on the first day, which is comparable to the first day last year. Due to the early registrations this year (which included every first grade student in KPS), though, the library has signed up approximately 100-200 more people in each category than last year on the first day. At the time of the Board Meeting a total of 3,348 patrons had been signed up.

A. Vernola then introduced each of the game boards and adjoining prizes which follow a night theme. The children's game is titled "Dream Big, Read", the tween game is titled "Monster Hunt", the teen game is titled "Dream Warriors" and the adult game is titled "Stellar Reads". Each game has a sign up prize as well as prizes after 20, 40 and 60 days. A. Vernola told trustees that she was having a fun time planning programs with a night theme for the Youth Services Department. M. Cockrell added that patrons were really enjoying this simplified game that simply requires patrons to read 20 minutes per day.

Discussion: President Godfrey commented that the graphics for each of the games were very nice this year. M. Fritz said that the children's game idea and graphics came from a collaborative the library is a member of and that the others were designed by local artists. A. Vernola told trustees about a "Dream" program that will be held later on this summer and M. Cockrell reminded them of the end of summer party with the band Milkshake. Director Rohrbaugh reminded trustees that the Friends of the Library had generously funded Summer Reading Games again this year.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee*—The Finance and Budget Committee met recently to review the revised budget before it was brought to this meeting.
- B. *Personnel Committee*—The Personnel Committee was busy reviewing all the personnel items discussed in this Board Meeting.
- C. *Fund Development and Allocations Committee*—President Godfrey explained that this committee would meet later in the summer to discuss possible projects. She explained the purpose of this group was to allocate funds for programs, personnel, or resources that the library did not feel are appropriately funded by tax dollars. This committee has the unique opportunity to do something special as revenues allow. The funds that the library has are mostly as a result of gifts, she explained, and reminded other Board members and meeting attendees that as a rule the library has deliberately decided not to do any fundraising or soliciting of gifts. In the future, the Board may decide to revisit this policy but at the present time, the Board does not feel it appropriate to be actively fundraising.
- D. *Director's Building Advisory Committee*—no meeting or comments.

VII. OTHER BUSINESS

A. Director's Report

Presentation: Director Rohrbaugh drew attention to the events listed under number two: the end of Summer Reading Games Celebration with the band Milkshake, the library's 140th Birthday with author Susan Orlean, and Robert Sabuda as the keynote speaker for the Youth Literature Seminar. She thanked trustees who had participated in the library's Geek campaign and drew attention to the list of partnerships in number nine. Ebook circulation, as stated in number 19, has held steady at about 2,500 per month. Lastly, she drew attention to the great success the MelCat office has had with their LEAN initiative.

Discussion: V. Wright talked about how nice it was to read so many initiatives in the Director's Report that directly stemmed from and supported the Strategic Plan. She also commented that she had attended the ONEplace@kpl Nonprofit Leadership Academy graduation to experience the interaction between the students, mentors, and consultants and that she appreciated seeing what everyone who was involved with this program got out of it.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. COMMENTS BY TRUSTEES

- J. Vander Roest mentioned that he had enjoyed greeting at the recent Art Hop at Central Library and that he regretted not being able to participate in Party in the Park.
- C. TenBrink said she enjoyed reading for Party in the Park and participating in the Do Dah Parade on Super Saturday.
- V. Wright also enjoyed participating in the Do Dah Parade. She also really enjoyed the Staff Appreciation Breakfast. Not only did she enjoy the show and the Van Dees, but appreciated seeing the cross-section of people who work for the library, those she knows and those she doesn't know.
- President Godfrey shared an experience using Boopsie on her phone to look up a book and put a hold on it before any other person in her book club.

X. EXECUTIVE SESSION

President Godfrey asked for a motion to move to an executive session to discuss the director's annual review.

MOTION:

R. BROWN MOVED AND F. BROWN SUPPORTED THE MOTION TO MOVE INTO AN EXECUTIVE SESSION TO DISCUSS THE DIRECTOR'S ANNUAL REVIEW.

Roll Call Vote: J. Vander Roest—yes; R. Brown—yes; F. Brown—yes; B. Caple — yes; C. TenBrink—yes; V. Wright—yes; L. Godfrey—yes.

MOTION CARRIED 7-0.



Trustees moved to an executive session at 5:25 p.m.

MOTION:

B. CAPLE MOVED AND F. BROWN SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

Roll Call Vote: J. Vander Roest—yes; R. Brown—yes; F. Brown—yes; B. Caple – yes; C. TenBrink—yes; V. Wright—Yes; L. Godfrey—yes.

MOTION CARRIED 7-0.



Trustees moved to open session at 5:45 p.m.

XI. RETURN TO OPEN SESSION FOR CONSIDERATION OF DIRECTOR'S CONTRACT

Recommendation: The Personnel Committee recommended approval, adoption and modification to the Kalamazoo Public Library Director's Participation Agreement for the MERS Health Care Savings Plan (HCSP).

MOTION: R. BROWN MOVED AND C. TENBRINK SUPPORTED THE MOTION TO APPROVE, ADOPT AND MODIFY THE KALAMAZOO PUBLIC LIBRARY DIRECTOR'S PARTICIPATION AGREEMENT FOR THE MERS HCSP.

MOTION CARRIED 7-0.



Recommendation: The Personnel Committee recommended that the director's total compensation be adjusted as follows:

1. \$1,000 Direct to Salary
2. \$1,500 One Time Bonus
3. \$600 to salary to be deferred to MERS HCSP through the newly modified participation agreement for the director for the mandatory employee contribution to HCSP for one year
4. \$1,000 recurring employer contribution to HCSP until retirement

The personnel committee also recommended that the director's three year contract be rolled over for another year and updated as it applies to the next fiscal year.

MOTION: V. WRIGHT MOVED AND R. BROWN SUPPORTED THE MOTION TO ADJUST THE DIRECTOR'S TOTAL COMPENSATION AS STATED AND ROLL OVER THE CONTRACT FOR ANOTHER YEAR.

MOTION CARRIED 7-0.



XII. ADJOURNEMENT

Hearing no objection, President Godfrey adjourned the meeting at 5:50 p.m.

X_____

Robert Brown
Secretary